

# **THE SPOUSE EMPLOYMENT ASSISTANCE PROGRAM SPOUSE CAREER/LIFE COURSE**



## **INSTRUCTOR GUIDE**

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## MATERIALS AND RESOURCES NEEDED FOR THE COURSE

### MODULE 1

**Equipment and  
Supplies:**

- Name cards
- Pens, Pencils, and Note Pages
- Overhead projector
- Easel, Chart paper, Tape, and Markers

**Handouts:**

- Participant Guide
- SEAP Handouts and Background material

**Overheads:** 1 through 10

**Pre-prepared charts:**

1. Module agenda
2. “Where Are You”
3. Participant Introductions
4. Career Plan

### MODULE 2

**Equipment and  
Supplies:**

- Overhead projector
- Easel, Chart paper, Tape, and Markers

**Handouts:** Participant Guide

**Overheads:** 1 through 6

**Pre-prepared charts:**

1. Module agenda
2. Career Plan
3. Match

**MODULE 3****Equipment and Supplies:**

- Overhead projector
- Easel, Chart paper, Tape, and Markers

**Guest Speaker(s):** A representative from your Navy College office, if possible.

**Handouts:** Participant Guide

**Overheads:** 1 through 13

**Pre-prepared charts:**

1. Module agenda
2. Career Plan

**MODULE 4****Equipment and Supplies:**

- Overhead projector
- Easel, Chart paper, Tape, and Markers

**Guest Speaker(s):** A representative from the Personal Financial Management Office should conduct this Module.

**Handouts:** Participant Guide

**Overheads:** 1 through 19

**Pre-prepared charts:**

1. Module agenda
2. Career Plan
3. Can You Afford to Go to Work?

**MODULE 5****Equipment and Supplies:**

- Overhead projector
- Easel, Chart paper, Tape, and Markers
- Job Search Notebook
- Job Search Toolkit

**Handouts:**

- Participant Guide
- List of FSC staff

**Overheads:** 1 through 10

**Pre-prepared charts:**

1. Module agenda
2. Career Plan

**MODULE 6****Equipment and Supplies:**

- Overhead projector
- Easel, Chart paper, Tape, and Markers

**Handouts:** Participant Guide

**Overheads:** 1 through 11

**Pre-prepared charts:**

1. Module agenda
2. Career Plan

**MODULE 7****Equipment and Supplies:**

- Overhead projector
- Easel, Chart paper, Tape, and Markers
- Career Catalog

**Handouts:** Participant Guide

**Overheads:** 1 through 26

**Pre-prepared charts:**

1. Module agenda
2. Career Plan

**MODULE 8****Equipment and Supplies:**

- Overhead projector
- Easel, Chart paper, Tape, and Markers

**Handouts:** Participant Guide

**Overheads:** 1 through 25

**Pre-prepared charts:**

1. Module agenda
2. Career Plan

**MODULE 9****Equipment and Supplies:**

- Overhead projector
- Easel, Chart paper, Tape, and Markers

**Handouts:** Participant Guide

**Overheads:** 1 through 13

**Pre-prepared charts:**

1. Module agenda
2. Career Plan

**MODULE 10****Equipment and Supplies:**

- Overhead projector
- Easel, Chart paper, Tape, and Markers

**Handouts:** Participant Guide

**Overheads:** 1 through 8

**Pre-prepared charts:**

1. Module agenda
2. Career Plan
3. “Positive Aspects and Benefits”

**MODULE 11****Equipment and**

- Overhead projector
- Easel, Chart paper, Tape, and Markers

<b>Supplies:</b>	
<b>Guest Speaker(s):</b>	A representative from SBA or someone who is self-employed
<b>Handouts:</b>	Participant Guide
<b>Overheads:</b>	1 through 15
<b>Pre-prepared charts:</b>	<ol style="list-style-type: none"> <li>1. Module agenda</li> <li>2. Career Plan</li> </ol>

## MODULE 12

<b>Equipment and Supplies:</b>	<ul style="list-style-type: none"> <li>• Overhead projector</li> <li>• Easel, Chart paper, Tape, and Markers</li> </ul>
<b>Handouts:</b>	Participant Guide
<b>Overheads:</b>	1 through 11
<b>Pre-prepared charts:</b>	<ol style="list-style-type: none"> <li>1. Module agenda</li> <li>2. Career Plan</li> </ol>

**MODULE 13****Equipment and  
Supplies:**

- Overhead projector
- Easel, Chart paper, Tape, and Markers

**Handouts:** Participant Guide

**Overheads:** 1 through 14

**Pre-prepared charts:**

1. Module agenda
2. Career Plan
3. Two charts listing the alphabet (A through Z) down the left side.

**MODULE 14****Equipment and  
Supplies:**

- Overhead projector
- Easel, Chart paper, Tape, and Markers

**Handouts:**

- Participant Guide
- Action planning cards (index cards)
- Copies of the course participant phone and address list.

**Overheads:** 1 through 10

**Pre-prepared charts:**

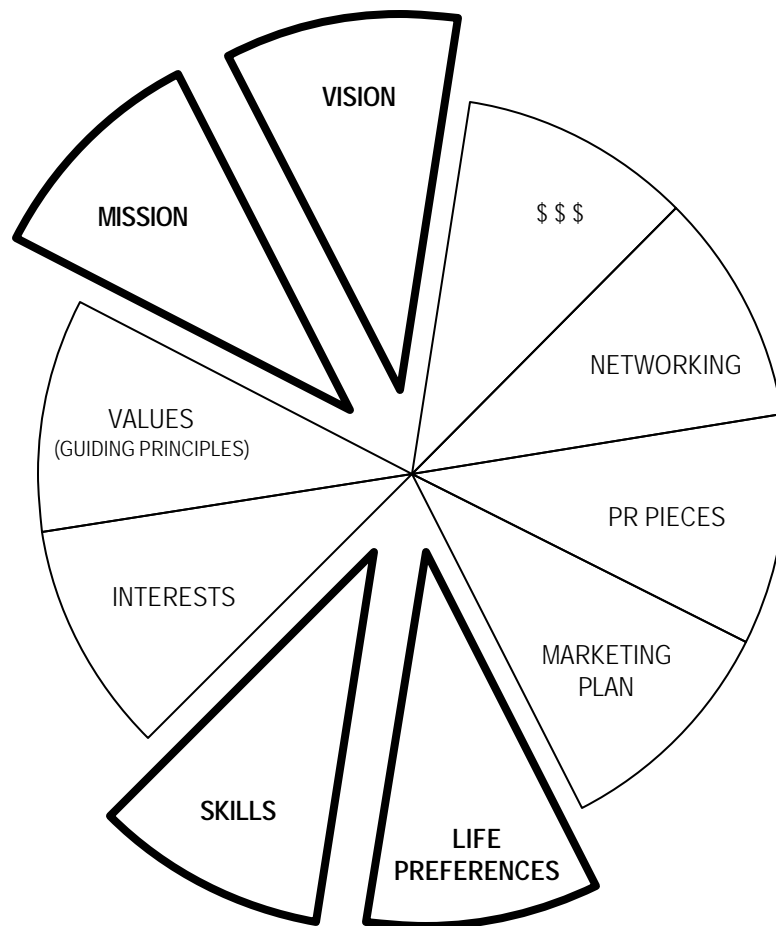
1. Module agenda
2. Career Plan
3. Participant expectations from Module 1



# ***Module 1:***

## ***Self and Skills Assessment***

### **WHAT'S MY CAREER PLAN**



***Module 1:***  
***“What's My Career Plan?”***



# **THE SPOUSE EMPLOYMENT ASSISTANCE PROGRAM**

## **SPOUSE CAREER/LIFE COURSE - MODULE 1**

### **TRAINING OUTCOME**

Participants will learn about the purpose of the Spouse Career/Life Course.  
Participants will create a career plan of their ideal future and what they think they need to have in order to achieve this plan.

### **ESTIMATED TIME**

2 hours 30 minutes

### **AGENDA**

- Welcome and Introduction, including Administrative Details
- Module Introduction
- **Ex:** Ice Breaker (if desired)
- Participant Introductions and Expectations
- Course Purpose and Overview
- Introduction to Modules
- Course Materials
- Summary
- Evaluation

### **PARTICIPANT MATERIALS**

- Participant Guide

### **TRAINING AIDS**

- Overheads 1 through 10

- SEAP Handouts and Background material
- Pre-prepared charts (see Preparation Notes to the Instructor)
- Name cards
- Pens, Pencils, and Note Pages

## **EQUIPMENT AND SUPPLIES**

- Overhead projector
- Easel, Chart paper, Tape, and Markers

## **PREPARATION NOTES TO THE INSTRUCTOR**

1. Set up room by arranging the furniture in an appropriate manner.
2. Distribute the appropriate number of name cards, pens, pencils, and note pages.
3. Place the Participant Guides on the tables for participants.
4. Complete a name card with your name. Place it in a visible and easily assessable part of the room.
5. Include a break about 1 hour 15 minutes into the presentation.
6. Display the SEAP Handouts and background material on a table in the room for participants to look through or take with them.
7. Prepare a chart listing the agenda.
8. Prepare a chart on the wall as indicated in Instructor Aid 1, “Where Are You.” Hang this chart in a visible and easily accessible part of the room.
9. Prepare a “Participant Introductions” chart listing the four items participants will address during the introduction and expectations section.
10. Prepare a chart of a career plan in the same format as the first page of Instructor Aid 2. Hang chart where visible and accessible in room. Prepare to discuss the Career Plan and its relationship to the module.
11. During the Module, participants will create their personal Career Plan.
12. Place Overhead 1 on the projector just before the first person enters the room.

13. Greet participants as they enter the room. Ask spouses to help you better understand the needs of the group by going to wall chart “Where Are You?” and placing a tick mark in the column that's most appropriate to their current situation.

# MODULE 1: SELF AND SKILLS ASSESSMENT

## “WHAT'S MY CAREER PLAN?”



1

### WELCOME AND TRAINER INTRODUCTION (10 MINUTES)

**Welcome** participants to the training:

- Introduce yourself and welcome participants to their local Family Service Center and to the Spouse Career/Life Course.
- Set up boundaries for confidentiality sake.
- Provide a brief summary of your background and experience.
- If applicable, introduce other persons (non-participants) or guest speakers and describe their role.
- State that some modules will be presented by guest speakers on specific specialist areas.
- Notify the participants that the role of the instructor(s) is to take participants through the course and provide them with support whenever they need it. If participants wish, they can approach you individually during breaks, after class hours by appointment, etc.
- Review logistics (e.g., breaks, bathrooms, and drink machines); Review Module agenda.



### Page 3 - Participant Guide

- Tailor the module for your audience.

### CONDUCT ICEBREAKER (OPTIONAL)

### PARTICIPANT INTRODUCTIONS AND EXPECTATIONS

(25 MINUTES)

**Instructor Note:** *Reveal Participant Introductions chart. List expectations on chart paper. List career of*

*interest on chart paper.*

**Ask** each participant to:

- Introduce themselves
- Explain which square relates to them
- Share their career of interest
- Share their expectations about the training

Reference “Where Are You?” wall chart that participants completed upon entering the room.



## **COURSE PURPOSE AND OVERVIEW** (15 MINUTES)

### ***Page 4 - Participant Guide***



2

**Explain** the purpose of SEAP’s *Spouse Career/Life Course*, including:

- Empower Navy spouses to manage their own career and life goals.
- Enable them to be in a position of choice in their lives.



3

**List** goals for the course:

Upon completion of this module, you will be able to:

- Identify your personal career and life goals
- Identify a plan to achieve your career/life changes and address your personal change issues
- Apply skills necessary to conduct an effective work search
- Understand many of the career and life options available to Navy Spouses

**Introduce** the Career Plan model:



4

### ***Pages 5 and 6 - Participant Guide Instructor Aid 2***

***Instructor Note:*** Refer to the Career Plan wall chart during this discussion.



- During your job search you will be going out to employers and selling a product, YOU. To do this successfully you must develop a plan.
- Developing your Career Plan may help you understand how your successful job search and starting up a successful new business are related.

- When a new business is started the owner develops a plan. She/He decides on a vision and goals, looks at the product closely, evaluating strong and weak points, researches the market, assesses finances and develops a marketing plan.
- Finally, the owner goes into business, actually selling the product through the written and verbal advertising. These components make a successful business. They also make a successful job search!
- In the Career Plan model we will complete all the steps necessary to guide you to the job that is right for you. You may also gain insights that allow you to keep your life in balance.

**Vision** – The Career Plan. How you see your complete life – what you want for yourself.

**Mission** – How you want to live your life, your goals and how you will reach them.

**Values** – The guiding principles of your life.

**Interest** – What you enjoy doing, at work and at home.

**Skills** – Abilities that enable you to accomplish a task.

**Life Preferences** – Choices we would make, given the opportunity.

**Marketing Plan** – Specific goals you want to accomplish and the steps you need to take to attain these goals.

**Public Relations (PR) Pieces** – The written and verbal communication pieces you use to advertise yourself.

**Networking** – Informal and formal links between yourself and successful employment, as well as the research necessary to develop some of the links.

**\$ \$ \$** – Balancing the finances in your life and looking at ways to ensure you can support your vision.

- **Each module will help you develop a piece of a winning job search. During your job search you may want to attend other modules to develop all parts of your plan, working towards obtaining the**



**position that supports your vision and goals.**



**Provide** overview of each module:

Course is divided into 14 modules with a specific Module for each topic.  
Participation will enable you to learn and practice new skills.

**5**

## ***Page 7 - Participant Guide***

### **Module 1 What's My Career Plan**

- Identify your career plan

### **Module 2 Where Am I Now?**

- Assess where you are in your relationship to attaining goals

### **Module 3 What Do I Have To Do?**

- Develop the career plan

### **Module 4 Financial Management**

- Identifying important financial management issues

### **Module 5 Career Exploration**

- Career options available to you

### **Module 6 Marketing Yourself**

- Develop marketing techniques

### **Module 7 Written Marketing Tools**

- Written marketing materials

### **Module 8 The Interview Process**

- Interviewing techniques

### **Module 9 Federal Employment**

- Federal Employment process

## **Module 10 Careers -On-The-Go**

- Transferable and mobile careers

## **Module 11 Entrepreneurism**

- What it takes to open and run your own business

## **Module 12 Volunteerism**

- Volunteer organization and developing a volunteer resume

## **Module 13 21<sup>st</sup> Century Workplace**

- Looking at the 21<sup>st</sup> century workplace

## **Module 14 Creating Balance in Your Life**

- Explore ways to manage change and create balance in your life

## **MODULE 1 OVERVIEW (5 MINUTES)**

**Introduce** Module 1— Self and Skills Assessment

- “What’s My Career Plan?” focuses on your career plan, mission, and vision for your Plan



6

**Introduce** title of Module 1- “What’s My Career Plan?”

Career Plan link to Module:

### ***Page 9 - Participant Guide***

- As part of your business plan for Career Plan you need a vision. Your vision and mission are an important portion of your strategy for success.
- This section will help you find your vision and determine the future you want to have. You will also take your first step in the networking process

as you meet your co-participants.



7

**State** objectives:

At the end of this Module, you'll be able to:

- Complete a career plan to describe your ideal future.
- Identify what you think you need to have to achieve your plan.



8

### **SUMMARY** (5 MINUTES)

In this Module you:

- Answered the question, "What's my Career Plan?"
- Listed what you think you may have to do to achieve your plan

**Ask** participants to complete the evaluation in the Participant Guide.

Prepare a wall chart as follows (use different colors for each title):

### ***Where Are You?***

<b>Just Beginning –</b> Who am I? What do I want to do?	<b>Researching –</b> Looking at options, writing resumes.	<b>Networking –</b> Resumes are finished and in circulation, and so am I.	<b>Interviewing –</b> Meeting potential employers and continuing research.	<b>Decision Making –</b> I am deciding which job offer to take.

## *Career Plan*



## *Career Plan*

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